COMMA PRACTICE:

**RULE:** Use a comma when separating phrases that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Example:** Margaret, the most athletic student in the school, exercises everyday when she gets home.

Joe, my cousin, is visiting next weekend.

**Place the commas in the appropriate location:**

1. Francesca visited Rita, her elderly next-door neighbor, a couple of times a week.

2. If you see Tom, the baseball player, tell him he left his bag in the classroom.

3. Portland, a small coastal city in Maine, has a ton of really amazing food!

**Now write one of your own:**

**Big Piece of Advice**: Remember, the “stuff” that is inside of the commas can be replaced with the noun before the commas. It is “extra” information, but it can also be interchangeable.

**RULE:** Use a comma to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_quotes.

**Example:**  Johnny said, “Stay gold, Ponyboy, stay gold,” to Pony at the end of the novel.

The author explains, “Commas are an essential part of writing clearly.”

**Place the commas in the appropriate location:**

1. Kara said “I am so excited to graduate” over the phone.

2. Mary called across the park “Come on! We’re going to be late!” to me.

3. I cannot help but think “I am so hungry right now!”

**Now write one of your own:**

**Big piece of Advice:** Commas are used before you introduce quoted material to separate two types of writing/speaking—yours and someone else’s. When you are integrating a quote (putting it in the middle of a sentence) use a comma at the end of the quote, too, unless you need a “!” or a “?” and still use lowercase letters.